

**TOWN OF GRANBY
ATHLETIC FIELDS AND SPECIAL PROJECTS BUILDING COMMITTEE
MEETING MINUTES
March 19, 2013**

PRESENT: Ronald Durej, Ben Perron, Jim Sansone, and David White

OTHERS PRESENT: Dr. Patricia Law, GMHS Principal; Tom Steinke, Director of Facilities, Kim Chamberlain, High School Athletic Director, Jim Doherty, R.A.D. Sports, and John Stewart, CR3

Chairman Durej confirmed a quorum and the meeting was called to order at 6:00 p.m.

Public Comment

No public was in attendance.

Approval of Minutes

The Committee reviewed the minutes.

ON A MOTION by J. Sansone, seconded by B. Perron, the Committee voted (3-0-1) to approve the minutes of January 29, 2013 meeting. Mr. White abstained.

Review of R.A.D. Project Plan

Mr. Doherty introduced himself as the lead for this project and led the discussion to identify major milestones and expectations for August 1, 2013 fields readiness.

Identify major milestones

- Channel drain trench – week of April 8th
- Build track (raising gravel) – week of April 22nd
- Bleacher foundation – week of May 6th
- Filling stone on synthetic fields – week of May 20th
- Musco Lighting – week of June 3rd
- Getting fields ready for the stadium – week of June 10th

Mr. Stewart will be reviewing the bleacher drawings this week. Mr. Doherty indicated that the turf and track installation target date should be July 1, 2013. The logo “G” was confirmed for the stadium synthetic turf. Mr. Doherty confirmed Dr. Law’s inquiry that the contractors and vendors would not work on graduation day. The color of the bleacher will be burgundy. Dr. Law and Mr. Steinke will work with R.A.D. Sports to coordinate work to be done on the softball field and moving of the sprinkler system. Mr. Doherty will forward a full work schedule to the Committee Chairman, Town Manager’s Office, and Mr. Stewart.

Clarify what the expectation is for 8/1/13 fields ready for use

Mr. Doherty stated the contract has been signed. In the contract a correction was made with regards to liquidated damages for certain major pieces of the project. The completion dates are still the same, however, the signing of the contract was delayed. He mentioned that R.A.D. Sports should be completed in the specified timeframe, if the weather cooperates.

Identify major risks/concerns and contingencies

Soil removal

Town Manager Smith reported that topsoil removal is now being conducted by the town's Public Works Department. Mr. Stewart indicated there is discussion on moving some of the topsoil in the D zone to create a berm like the one in the plan on the east side of the site.

Other concerns

Mr. Doherty brought up for discussion and consideration using stone dust for the shot put throwing event. Mr. Stewart will notify Mr. Steinke regarding the amount of stone dust needed for the shot put area.

Mr. Doherty explained that a material testing company needs to be engaged as soon as possible, for work to be done on the athletic fields. Town Manager Smith replied that Mr. Doherty and Mrs. Chieski could work together to engage these services.

Identify the best process for the committee to interact with the project team

How to get regular project status and how to voice concerns/problems

There will be weekly job meetings that Dr. Law plans to attend, along with other appropriate personnel. Dr. Law will keep the committee up to date on the project's progress and report on urgent issues immediately. The committee will meet once a month for a project status report, unless more meetings are warranted.

Review budget

Current numbers and items not currently in budget

Chairman Durej distributed a budget review outline for this project. It outlined funding - \$3,300,000, planned expenses - \$3,259,770, leaving approximately \$40,000.

The committee held a discussion about unfunded items. Chairman Durej will look into getting quotes on scoreboards and the level of lead-time. He indicated Mr. Lofink has also been looking into this, but without much success. Dr. Law and Kim Chamberlain, H.S. Athletic Director, will talk to the Booster Club for possible support. Mr. Perron will bring to the Board of Education a request for a commitment to furnish the amount of money needed for new storage containers, a building enclosure for the electrical, and a ticket concession building. The cost of these items is estimated at \$13,000 and the commitment must be made by May 1st. Mr. White will look into styles and quotes for a storage building, keeping in mind 600 square feet does not require foundation work. It was also mentioned that consideration of the work schedule for this project must be given when deciding delivery of a storage building to the site.

Adjournment

ON A MOTION by B. Perron, seconded by D. White, the Committee voted unanimously (4-0-0) to adjourn the meeting at 7:13 p.m.

Respectfully submitted,

Patricia Chieski
Acting Recording Secretary